

Parent Information Pack
School Restart Arrangements



ASHGROVE PRIMARY SCHOOL

This Information Pack is written to take into account the guidance from DENI "New School Day".

ARRANGEMENTS FOR ENTERING SCHOOL PREMISES & BUILDINGS

1. If your child has any symptoms of Coronavirus (or any member of your household) or feels unwell, you **MUST NOT** send them to school and should take actions in line with the Public Health Agency advice.
2. Before leaving home, all children should wash their hands with soap and water.
3. Only 1 parent or guardian should accompany their child while entering school grounds.
4. Families should go to the entrance gate or point for their YOUNGEST sibling. All children from your family should use this entrance point.
5. Footprints or smiley faces will be marked at entrance points or "drop off zones" to help with social distancing.
6. Pupils will have their temperature checked at entrance points to school. Ideally parents should do this before bringing their child to school thus minimising risk.
PARENTS/GUARDIANS WILL NEED TO BE PRESENT WHILE TEMPERATURE IS CHECKED.
7. Children with a temperature above 37.8°C will not enter school and will be taken home.
8. On entering school, children will make their own way to their classroom and wash their hands.
9. Parents are kindly asked not to loiter when their children have entered school.

Parents may bring their child to school 5 minutes before their allocated time. They should NOT come to school earlier than this.

Unfortunately, parents and carers **MUST NOT** enter the school building (including mobile classrooms) at drop off, collection times and throughout the school day. Teachers and other staff in school will be unavailable unless you have a prior appointment made via the Office.

Teachers and other staff are NOT available during morning and drop off times or during teaching time. If you have an appointment, you must wait at Reception until the adult you wish to see meets you there.

School gates will be locked and secured after the final group have arrived to school. Children who are late must come to Reception and steps 6-9 will resume.

ARRANGEMENTS FOR LEAVING THE SCHOOL PREMISES AND BUILDINGS

Family groups of children will leave together and can be collected at the one collection point.

Parents MUST avoid collecting children from school early unless absolutely necessary.

TRANSITION & SETTLING-IN ARRANGEMENTS

To aid transition, during the week commencing **MONDAY 24TH AUGUST**, Primary 1 and 2 teachers will invite P1&2 pupils and parents to attend school to see their new teacher and classroom. Also during this week P3-6 teachers will invite parents and pupils who have additional needs to school - it is hoped this will ease transition and minimise anxiety. A further letter about this will be sent in due course.

During the **week commencing 24th August** you will be sent a video sharing the start and finish times, school entrance and collection points and some footage of the classroom etc please share this with your child.

In the coming weeks, you will receive a questionnaire to complete with your child at home. This is to establish what they are looking to about recommencing school and gives an opportunity to share worries or concerns. The Pastoral Team in school can then take this into account.

START DATES

- Primary 7 - Monday 24th August (separate letter will be sent home to P7 parents explaining arrangements)
- **Pupils from P2-7 will restart as per our holiday list on THURSDAY 27th August**

WHAT YOU CAN DO AT HOME TO HELP WITH THE TRANSITION BACK TO SCHOOL

- ✓ Talk positively to your child about restarting school
- ✓ In August use a calendar to start the countdown for going back to school
- ✓ Get your child back into the school routine i.e. get to bed earlier, show them the school uniform, have a good morning routine
- ✓ Read books with your child at home
- ✓ Prepare their school uniform and have it in their bedroom for them to see
- ✓ Remind them of all the fun things they do in school e.g. see friends, play outside, draw, paint etc
- ✓ Drive past school and remind your child of the journey they will take each morning
- ✓ Ask them to talk about three happy memories of school
- ✓ Ensure your child knows how to wash their hands thoroughly
- ✓ Complete the online questionnaire (to be emailed to you) with your child about restarting school

PUPIL CONDUCT AND WELLBEING

The school's usual behaviour rules for pupils are still relevant in the new school scenario, however, there are additional rules and routines pupils must now be aware of and follow. Any pupil unable to follow the school's current and amended rules will be unable to attend the school setting.

Pupil wellbeing is paramount during their time in school. Children will be anxious over having missed school and their friends, ongoing news about the virus, bereavements and more. Part of the children's curriculum will focus on promoting good mental health, providing time to discuss their worries and concerns. Immediate or evolving pastoral concerns should be forward to the Designated Teacher for Safeguarding - Mrs Luney or the Deputy Designated Teacher - Mrs Coulter.

ADDITIONAL BEHAVIOURS PERTINENT TO COVID-19 AND SOCIAL DISTANCING

If a child's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, appropriate social distancing, remaining in their classroom or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at others, the following sanctions and disciplinary procedures could be used:

1. Referral to Principal
2. Parents/Carers called to collect child from school immediately
3. Immediate swap from part time onsite education offer to online/virtual education offer for a period decided by the Principal.
4. Suspension
5. Permanent exclusion

CONTACT AND MIXING

- The mixing between classes / year groups must be kept to a minimum.
- Lines and markings will be ruled in the school and posters will be on display around the school emphasising the need for social distancing.
- Desks will be placed using social distancing recommendations where appropriate.
- Rules will be clearly discussed and displayed explaining rules for movement around the classroom and maintaining appropriate social distancing. The pupils will be constantly reminded of the rules.
- Staff are required to maintain appropriate levels of social distancing from other adults in school and following the most up-to-date guidance on interacting safely with children.
- No more than one girl and one boy from each class may use the bathroom at the same time.
- Children should only move around the school when absolutely necessary.
- No pupil should be sent on a message - staff should use email / telephone if necessary
- Clear procedures including a staggered starting times are in place.
- Maintenance officers and workmen will be admitted via the main entrance and will report to the Building Supervisor.
- Clear guidelines are in place for parents and visitors entering the school.
- Dropping off, collection, break and lunchtime are staggered to reduce contact.
- As far as possible children should only mix with their own class/year group.

EQUIPMENT & UNIFORM

Along with your end of year report, you should have received a list of resources and equipment your child will need. Please ensure these are labeled and fully cleaned before sending in to school. Stationery items will remain in school and will **NOT** be sent home each day with your child, therefore you will also need a supply of stationery at home.

Once in class, each child will be given a clear plastic zip lock folder (which can be wiped/sprayed clean) this will stay on school and will be only used by its owner.

Initially, children will NOT need to bring a school bag with them to school each day, however this will be reviewed in due course.

As per previous correspondence, **children will wear their usual school uniform each day.** Our school uniform is an important part of our identity and ethos, this also helps children settle quickly to their learning. Although a PE Kit may not be initially required you should still have this ready. If possible, we ask that children wear a clean and fresh school jumper/cardigan to school on their second day.

SCHOOL MEALS, BREAK & LUNCHTIME ARRANGEMENTS

Initially all school meals and packed lunches will be eaten in the classroom and therefore children will remain in their protective 'bubbles'. **For the first two weeks of September, school will only provide school meals to those entitled to Free School Meals.**

Break and lunchtimes will be staggered to help with social distancing. At present our school Kitchen and Dining Hall is undergoing an extensive redevelopment and refurbishment programme, therefore hot meals will not be available at the beginning of September for 2 weeks. However, sandwiches, wraps etc will be offered. As per previous years, all meals must be booked in advance for the week ahead online using SchoolMoney, this applies to both free and paid school meals.

As a reminder, if your child receives Free School Meals you must apply to the Education Authority each year for this to be renewed. It is the responsibility of parents and guardians to reapply for Free School Meals. Please note, we CAN NOT give your child a free school meal unless we have received confirmation from the Education Authority that your child is entitled to this provision. Without confirmation EA you will be charged for school meals.

For more information on applying for Free School Meals please visit:

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

If your child brings a packed lunch from home, it is preferable this is brought to school in a disposable paper bag which will be binned in school. Where lunchboxes are used, it is the responsibility of parents to sanitise these daily after each use.

Where a child forgets to bring their packed lunch from home, school will supply a school meal from our Canteen. This is to avoid parents reentering the school building. Families not entitled to Free School Meals will be charged for the meal.

ENHANCED CLEANING & HYGIENE IN SCHOOL

I am sure you agree the school is always well presented and very clean, we take great pride in the appearance and cleanliness of our building. I am most grateful to our Building Supervisor Mr Douglas and his team of cleaners in maintaining this high standard. However, due to Coronavirus there will be an enhanced cleaning regime in school and windows will be opened to ensure a healthy circulation of air in classrooms. In addition, during the Summer months all classrooms and common areas have undergone a 'deep clean'.

Following guidance "Guidance to support safe Working in Educational Settings in Northern Ireland", children **SHOULD NOT** wear PPE (Personal Protective Equipment) e.g. face masks or face shields in school, this may be reviewed in the coming weeks.

BREAKFAST AND AFTER SCHOOL CLUBS

Schools are advised at present to minimise contact between protective bubbles. With this in mind we are initially unable to offer our Breakfast and After School Clubs before Monday 10th September. **We will keep you informed when such provision will be available.**

- The mixing between classes / year groups must be kept to a minimum.
- Lines and markings will be ruled in the school and posters will be on display around the school emphasising the need for social distancing.
- Desks will be placed using social distancing recommendations where appropriate.
- Rules will be clearly discussed and displayed explaining rules for movement around the classroom and maintaining social distance. The pupils will be constantly reminded of the rules.
- Staff to maintain social distance from children teaching mainly from the front of the room and giving 1-1 support from a distance.

OTHER HEALTH & SAFETY MATTERS

The Senior Leadership Team and Governors have undertaken Risk Assessments and put together routines and procedures which we believe will provide effective protection. A summary of these routines and procedures have been provided to you above. In addition, some advice from the Public Health Agency is set out below:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19 symptoms) or who have someone in their household who does DO NOT ATTEND SCHOOL.
2. Wash hands thoroughly for 20 seconds with running water and soap or using alcohol hand sanitiser will be an integral part of the everyday routine.
3. Ensuring good respiratory hygiene by promoting "Catch It, Bin It, Kill It" approach.
4. Cleaning frequency touched surfaces often using standard products such as detergents and bleach.
5. Minimising contact and mixing by altering the environment (such as classroom layout) and timetables (such as staggered break times).

I must emphasise the importance to parents in following the guidance in point 1 and ask that you are vigilant in keeping your child at home if he/she feels unwell. It is crucial that you inform the school in the event if any person in your household is diagnosed with Coronavirus.

The arrangements outlined in this document may indeed change considerably before the restart date to reflect new guidance if and when issued by the Department of Education and Stormont. Social distancing for schools may be abandoned enabling us to have a full return for all pupils - the Minister of Education has indicated this is indeed his preference. If this indeed comes to pass, many elements of the plan outlined above will still be applicable.

In the event that circumstances change, I will once again keep you informed.

In the meantime, I hope you all keep safe and well. Enjoy the rest of your Summer.

Kind regards

Robert Smith

Principal

